



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 10/23/13	<b>Interviewer:</b> Laura Eckert	<b>RFA #13 – 43</b>
<b>Person(s) Requesting Assistance:</b> [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> [REDACTED]		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.)</b> Ethical concern		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
10/23/13	[REDACTED] t/c with Lynae	Would like to talk with someone from our office, regarding ethical concern. Lynae will have Laura Eckert call [REDACTED] next morning.
10/24/13	LE intake with [REDACTED]	Explained limits to confidentiality. [REDACTED] working w/Ted Pratt on concerns re: [REDACTED]. Recently she became aware of possible student conduct issue w/same [REDACTED]. [REDACTED] feels conflict of interest b/c of her knowledge of alleged conduct issue. [REDACTED] does not think it involves an EO protected characteristic issue.
	LE t/c with Michael Sledge	Michael says Ted knows of conduct issue.
	LE t/c with [REDACTED]	Referred [REDACTED] to Ted. She will talk to him about how to handle conflict/ethical concern.